

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:050-482

Quotations are Due By:
(Eastern Time) 2:00 PM on 01/31/2023

Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: House Office of Diversity and Inclusion 2023 Planner

QUANTITY: 2255 Saddle-Stitched Planner + 13 QARC Samples.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0866.

TRIM SIZE: 11 x 8-1/2"

PAGES: 24 Pages Plus Separate wrap around Cover

SCHEDULE:

Furnished Material will be available for pickup by 02/01/2023

Deliver complete (to arrive at destination) by 02/16/2023

F.O.B. destination

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Digital Printing Not Allowed

Covers 1 thru 4 print (heavy coverage) with type/rule matter, illustrations, photos, logos, and solids in a 4-color process plus some type reversing out to appear white. C1 bleeds 4 sides, C2 thru 4 do not bleed. After printing, apply a clear, non-yellowing gloss varnish over the entire surface of C1 and C4 to prevent scratching and smearing.

Text pages print (heavy coverage) with type/rule matter, photos, logos, and solids in a 4-color process. No bleeds.

NOTE: All pages print head to foot except C3 and C4 print head to head.

Drilling required; see instructions in "Binding".

Shrink wrap in units of 25.

MATERIAL FURNISHED: Contractor to receive. Via email after award.

Purchase order.

One (1) PDF file in Reader's Spreads - 14 pages @ 11 x 17". Contractor required to format pagination for printing and to extend bleed on C1 as necessary.

GPO Form 892c (R. 12/17) Proofs.
GPO Form 915 (Business Reply Label).
GPO Form 2678 (departmental random copies-blue label).
GPO Form 917 (Certificate of Selection).
GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Minimum 175 line screens required.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
COVER: JCP Code* L11, White, No. 1 Gloss-Coated Cover, Basis Size 20 X 26" Basis Weight 100 lbs.
TEXT: JCP Code* A181, No. 1 Gloss-Coated Text, Basis Size 25 X 38" Basis Weight 80 lbs.

COLOR OF INK:

See "Description" herein.

PRINT PAGE: See Above

MARGINS:

Inadequate gripper.

Follow electronic files.

PROOFS:

One (1) set of digital color content proofs for entire Pamphlet. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

PLUS

One (1) set of digital color content proofs for all cards and tuck case. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set of inkjet proofs that are G7 profiled and use pigment-based inks. A proofing RIP that provides an option for high quality color matching (such as Device Links Technology and/or ICC Profiles Technology), and meets or exceeds industry tolerance to ISO 12647-7 Standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized plus GRACoL 2006 Coated #1 specifications (CGATS

TR006) must be achieved. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 Control Strip 2009 or 2013(i1). Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration, and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Send proofs together with the furnished media (copy, electronic files) directly to: USGPO, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, Room C-730, Attn: Shirley Forster, 202-512-0224

Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than (3) workdays from receipt in the department to when they are made available for pickup at the department.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".

NOTE: Proofs will not be returned to contractor. With proofs, please provide an email address to email back with approval or with any changes.

BINDING:

Saddle stitch in 2 places on 11 inch side.

Paper Covers: Wrap around. Trim flush, Stitched on, Grain must run parallel to spine.

Trim 3 sides. Drill one 3/16" hole through all pages when finished, centered in the 11" dimension for hanging (1/4" from the bottom).

PACKING:

Shrink wrap in units of 25. Pack suitably per cartons to prevent shifting or damage during shipping.

NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:

JOB TITLE: HOUSE OFFICE OF DIVERSITY & INCLUSION 2023 CALENDAR

REQUISITION: 1181000135

JACKET NO.: 050-482

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

Pack suitably per shipping container.

DISTRIBUTION:

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to sforster@gpo.gov. The subject line of this message shall be "Distribution Notice for Jacket 050-482 Req. No. 3-1181000135. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency

request.

Deliver 2250 copies (includes 50 Departmental Random "Blue Label" copies) via traceable means to: USGPO, 44 H Street, NW Washington, DC 20401, GPO PLATFORM, Attn: Gregory Robinson and "Marked for Re-Distribution to: Marked for Re-Distribution to: B244 Longworth, Attn: Kris

NOTE: For the "Blue Label" Copies - A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver 5 copies via traceable means to: USGPO, 44 H Street, NW, Washington, DC 20401, Congressional Publishing, Room C-730, Attn: Shirley Forster

All expenses incidental to submitting proofs, furnishing samples, and returning materials, must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs / Electronic File
P-8. Halftone Match (Single and Double Impression)	Approved Proofs / Electronic File
P-10. Process Color Match	Approved Proofs / Electronic File

QUALITY ASSURANCE RANDOM COPIES: The contractor will be required to complete a certificate furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement

- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

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Attachment(s): NONE